

## FY 2007 FIXED ASSET Class Registration Form

Two types of classes are being offered:

- Fixed Asset Policy Manual training, May 9<sup>th</sup> from 9 AM to Noon., Division of Accounting Conference Center, 2<sup>nd</sup> Floor, Webb Bldg, 820 Silver Lake Blvd,-Dover.
- Fixed Asset Data Entry and Payment Voucher training, DTI Computer Lab, 801 Silver Lake Blvd., Dover May 9<sup>th</sup> or 29<sup>th</sup> from 1 to 4 PM OR May 2<sup>nd</sup>, 15<sup>th</sup>, 23<sup>rd</sup>, or 31<sup>st</sup> from 9 AM to Noon.

**NOTE: Not required if previously taken, unless refresher training is needed.**

Please fill in the appropriate section below and return your registration early, as **class size is limited.** Your registration will be confirmed.

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### CLASSES FOR FIXED ASSET POLICY MANUAL TRAINING: May 9<sup>th</sup> from 9 AM to Noon

First	Last Name	Agency #	Dept	Division	Phone	Training Date
Example						
Lewis	Brooks	25-05-01	Finance	Accounting	672-5524	05/09/07

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### CLASSES FOR FIXED ASSET DATA ENTRY AND PAYMENT VOUCHER TRAINING:

May 9<sup>th</sup> or 29<sup>th</sup> from 1 to 4 PM OR May 2<sup>nd</sup>, 15<sup>th</sup>, 23<sup>rd</sup>, or 31<sup>st</sup> from 9 AM to Noon.

First	Last Name	Agency #	Dept	Division	Phone	Training Date

Please use Mapquest.com for directions to either 820 (Division of Accounting) or 801 (DTI) Silver Lake Blvd.

**Return completed form by April 21, 2007** to Lewis Brooks at [Lewis.Brooks@state.de.us](mailto:Lewis.Brooks@state.de.us)

For those without Internet or electronic file transfer capability, fax your form to (302) 739-1200.

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